



Florida GED Testing Office

Monthly Newsletter

FEBRUARY 2011

Florida Department of
Education
GED Testing Office
325 West Gaines St.
Room 634
Tallahassee, FL 32399

Phone 850-245-0449

800 Line for Florida
Customers
1-877-352-4331

**Current Web Site
(NEW):**

ged.fldoe.org

**Archived copies of
newsletters:**

<http://ged.fldoe.org/newsletter.asp>

Message from the GED Administrator

The new Florida GED web address launched in January. We will be adding additional content in the coming months. If you have any suggestions for content that should be added to the site or have an FAQ question that you would like added, please contact Diane Vaccari. As always, if you have any other questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

FAQs on the new web site

The new web address for the Florida Official GED Website was launched last month: <http://ged.fldoe.org>. The address is easier to remember and should help those looking for our site.

There is also a new link on the site labeled *Frequently Asked Questions for GED Testing Center Staff* (<http://ged.fldoe.org/admin-faq.asp>) that you should visit if you have a question. It includes the following topics:

- Testing Center Personnel Requests
- Testing Center Changes or Updates
- Test Scoring
- GED Testing Accommodations Requests
- Who to Contact at the Florida GED Testing Office

Please make it the first place you look if you have a question. We hope you find it helpful.

Lending Library Requests

This is a reminder on the process for requesting testing materials from the lending library. The Chief Examiner must e-mail to the following address to request item(s): GEDLendingLibrary@fldoe.org.

This request MUST include the following information:

- a. GEDTS Test Site Number (3000120_ _ _)
- b. Test Site Name

- c. Test Date
- d. Format Requested (Spanish, Audiocassette, French, Large Print, or Braille)
 - i. Please note that Audiocassette and Braille require approved accommodations
- e. First administration or previous forms used to test student
- f. Number of Candidates to be Tested
- g. Number of Booklets Requested
- h. Date Needed
- i. Date to be Returned

GED Staff Members:

Tara Goodman, GED Administrator

Diane Vaccari, GED Program Manager

Winnie Tolliver, Information Specialist II

Dan Richardson, Information Specialist II

Ashley McKinnie Scott, Information Specialist II

Barbara Bass, Senior Clerk

Sirisha Byna, Clerk OPS

Ayesha Norwood, Clerk OPS

Rasheeda Dixon, Clerk OPS

Ashley Mullins, Clerk OPS

Scoring Update

Answer sheets from testing dates through February 12, 2011, have been scanned and results shipped to testing centers. If you are waiting on results for students from testing prior to this date, it is probable that a staging error has occurred for that student. Chief Examiners should review the error report from the scoring system that is sent with the batch transcript and diploma packets. If there is an issue, please contact Dan Richardson at 850-245-0449. When submitting inquiries about scoring, please include your testing center ID in any written communication.

For your monthly scoring invoices, please be sure you look at the statement of charges to ensure that the correct payment amount is being sent. This statement reflects adjustments as a result of any scoring credits received by your testing center.

Scoring Site Production Statistics January to February 2011

Diplomas Issued	3,161	
Subtests Scored	MA	4,506
	RE	4,126
	SC	4,095
	SS	4,145
	WR	4,284
Individuals tested	5,795	

REMINDERS:

GED AccessPoint – Username and Password

The GED AccessPoint web address is <https://access.gedtest.org/Art>. The user name for accessing GED AccessPoint is your 10-digit testing center number (ex. 3000120XXX). The password was set locally by you when the system became available to testing centers. If you have been locked out of the system or do not remember your password, you may reset the password in the system. You will be sent an email with your temporary password. If you have questions, please contact Diane Vaccari.

User Names and Passwords for Accessing State GED Database: <https://ged.fldoe.org/login.asp>

All requests for user names and passwords to this system must be submitted by the Chief Examiner. We will review requests received by the Chief Examiner only. Access is limited to staff members involved in GED Testing at the testing centers. Instructional staff members are not permitted access to this system.

The Chief Examiner may NOT share their user name and password with other staff members. A request should be made for other GED personnel who require access to the database as part of their job duties. The Florida GED Testing Office is maintaining a list of all staff members who have been provided access. The Chief Examiner should maintain this information as well. Please contact Diane Vaccari if you have any questions.

Notice on Invoices for Scoring

Your testing center will be assessed scoring fees for the administration of duplicate tests forms during the year, administration of tests to individuals with a diploma already and underage testers. Over the past month, the following scoring errors occurred:

- 0 individuals were tested on a duplicate test form
- 6 individuals were tested that already earned a diploma
- 0 individuals were tested under the age of 16

If you see items listed on the scoring invoice under the description identified as "DTF - Duplicate Test Form" or "DAE – Diploma Already Exist" or "DST – Duplicate Spanish Test", and "UAT- Under Age Tester", please remember to look for two sets of detail data that should be submitted to your Accounts Payable section with the Invoice.

Lending Library Materials

Testing centers that check out materials from the lending library are responsible for ensuring materials are not damaged by test takers. Materials should be examined and stray marks removed prior to returning materials to the GED Testing Office. If markings are severe to the point where the battery cannot be re-used, the testing center will be charged \$200 to replace the testing battery.

Inquiry about Student Records

For all emailed inquiries about student records, ***please do not send the candidate's complete social security number.*** The testing office staff should be able to access the records with the candidate name, birth date and last four digits of the ID number.

Answer Sheet Transmittal

In the submission of answer sheets, please include your test center name and contract number on the transmittal sheet. Do not use your old contract/county number on these transmittals.

Per GEDTS Policies and Procedures Manual Section 3.6, answer sheets must be prepared and shipped within five (5) calendar days after completion of the testing session. Any delay in the transmission of answer sheets will affect the scoring turnaround time for a testing center.

The following are acceptable GED secure materials shipping choices:

- **FedEx**
- **UPS**
- **USPS Express Mail (U.S. Postal Service)**

Please ensure that all secure materials are sent to the Florida GED Testing Office using one of the methods listed above.

Using Your Testing Center Number to Communicate

If you have to communicate with GEDTS via email or the Florida GED office, please remember to provide your 10-digit testing center number to process or research any requests.